



## **Association of Whistler Area Residents for the Environment**

### **Annual General Meeting Agenda**

April 22nd, 2020

6pm - 7:30pm

Electronic Meeting Via Zoom

1. Introduction, Acknowledgments & Zoom Overview
2. Meeting call to order and Welcome
3. Report on AWARE 2019 Activities
4. Annual General Meeting
  - a. Approve AGM Meeting Agenda
  - b. Recognition of outgoing Directors
  - c. Election of 2020 Directors
  - d. Approve Year End Financial Statements
  - e. Meeting Adjourned
5. 2020 Look Ahead
6. A Conversation on Conservation, Climate Action, COVID-19 & Community with Mayor Jack Crompton including attendee Q&A.
7. Meeting Close



## **2020 Board Director List For Membership Approval**

AWARE's bylaws allow for up to 12 Directors.  
All AWARE Directors serve a 2-year term upon election / re-election.

### **Directors standing for Election (2020-2022):**

Paul Dorland

### **Directors standing for Re-Election (2020-2022):**

Diana Boone

Kim Maitland

Melanie Tardif

Rowena Diggle

Tanya Kong

### **Directors Continuing Terms (2019-2021):**

Jeremy Valeriotte

Luis Escobar

Marcus Culver

### ***Outgoing Directors***

*Andrew Runciman*

*Mark Little*

**AWARE**  
**Profit & Loss**  
 December 2018 through November 2019

|   | <u>Dec '18 - Nov 19</u> |
|---|-------------------------|
| <b>Income</b>                               |                         |
| 40000 · Revenue from Donations              |                         |
| 40100 · Donations - Indiv / Small Bus.      | 19,708.24               |
| 40200 · Donations - Corporate               | 3,911.00                |
| 40000 · Revenue from Donations - Other      | 5,690.76                |
|   | <hr/>                   |
| Total 40000 · Revenue from Donations        | 29,310.00               |
| 42000 · Grants - Government                 |                         |
| 42300 · Local Government Grants             | 10,000.00               |
|   | <hr/>                   |
| Total 42000 · Grants - Government           | 10,000.00               |
| 43000 · Grants - Non Government             |                         |
| 43200 · Grants - Foundations / Trusts       | 61,613.00               |
| 43400 · Grants from Not for Profit Orgs     | 9,250.00                |
|   | <hr/>                   |
| Total 43000 · Grants - Non Government       | 70,863.00               |
| 50000 · Rev from Fee for Service            |                         |
| 50100 · Fee for Service - Government        | 51,528.60               |
| 50200 · Fee for Service -Non Government     | 45,508.63               |
|   | <hr/>                   |
| Total 50000 · Rev from Fee for Service      | 97,037.23               |
| 52000 · Rev from Membership Dues            |                         |
| 52100 · Membership Dues - Individuals       | 930.61                  |
| 52200 · Membership Dues - Family            | 368.42                  |
| 52300 · Membership Dues - Corporate         | 96.50                   |
| 52400 · Membership Dues - Lifetime          | 486.75                  |
|   | <hr/>                   |
| Total 52000 · Rev from Membership Dues      | 1,882.28                |
| 53000 · Rev from Program Sales / Fees       |                         |
| 53100 · Program Participation Fees          | 41,156.80               |
|   | <hr/>                   |
| Total 53000 · Rev from Program Sales / Fees | 41,156.80               |
| 55000 · Revenues from Other Sources         |                         |
| 55100 · Gross Sales - Inventory             | 200.99                  |
| 55500 · Other Misc Revenues                 | 1,160.30                |
|   | <hr/>                   |
| Total 55000 · Revenues from Other Sources   | 1,361.29                |
| <b>Total Income</b>                         | <hr/> <b>251,610.60</b> |
| <b>Gross Profit</b>                         | <b>251,610.60</b>       |
| <b>Expense</b>                              |                         |
| Reconciliation Discrepancies                | 00.04                   |
| 60000 · Professional Services               |                         |
| 60100 · Specialists Services                | 1,100.00                |
| 60200 · Accounting Fees                     | 636.00                  |
| 60500 · Honorariums                         | 1,407.50                |
| 60600 · Professional Fees - Other           | 624.31                  |
| 60000 · Professional Services - Other       | 10,000.00               |
|   | <hr/>                   |
| Total 60000 · Professional Services         | 13,767.81               |
| 61000 · Contract Personel                   |                         |
| 61200 · Contract - Casual Staff             | 1,007.75                |
| 61000 · Contract Personel - Other           | 300.00                  |
|   | <hr/>                   |
| Total 61000 · Contract Personel             | 1,307.75                |

**AWARE**  
**Profit & Loss**  
December 2018 through November 2019

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|   | Dec '18 - Nov 19 |
|---|------------------|
| <b>62000 · Payroll Exp - Personnel</b>        |                  |
| 62100 · Payroll Staff Salaries                | 173,236.64       |
| 62150 · Payroll - Service Fees                | 996.17           |
| 62200 · Payroll Taxes                         | 1,085.30         |
| 62300 · CPP Contributions                     | 7,490.79         |
| 62400 · EI Contributions                      | 3,852.26         |
| 62700 · Worksafe                              | 439.22           |
| 62000 · Payroll Exp - Personnel - Other       | 1,366.71         |
|   | 188,467.09       |
| <b>63000 · Non-Personnel Expenses</b>         |                  |
| 63100 · Supplies and Tools                    | 33,849.03        |
| 63300 · Phone                                 | 330.39           |
| 63400 · Postage / Shipping / Mailing Ex       | 183.35           |
| 63500 · Printing & Copying                    | 4,303.76         |
| 63700 · Service Fees                          | 147.78           |
|   | 38,814.31        |
| <b>64000 · Facilities &amp; Equipment Exp</b> |                  |
| 64100 · Facility / Venue Rental               | 5,584.08         |
| 64500 · Equipment Rental / Maintainance       | 50.00            |
|   | 5,634.08         |
| <b>65000 · Travel and Meetings Expense</b>    |                  |
| 65100 · Travel Expense                        | 1,765.41         |
| 65300 · Meetings Expenses                     | 130.72           |
|   | 1,896.13         |
| <b>66000 · Other Expenses</b>                 |                  |
| 66100 · Advertising                           | 3,141.85         |
| 66200 · Marketing - AWARE General             | 871.24           |
| 66500 · Affiliations and Memberships          | 550.00           |
| 66600 · Licenses, Fees, Participation         | 3,337.85         |
|   | 7,900.94         |
| <b>67000 · Business Expense</b>               |                  |
| 67200 · Bank Charges                          | 36.00            |
|   | 36.00            |
| <b>76000 · Other Expenses (M/A)</b>           |                  |
| 76300 · Insurance - non EI/property M/A       | 2,144.00         |
|   | 2,144.00         |
| <b>Total Expense</b>                          | 260,018.65       |
| <b>Net Income</b>                             | <b>-8,408.05</b> |

# 2019 AWARE Year End Financials

Points Of Interest to Support Interpretation (please cross reference account codes with those in P&L)

## 2019 Profit and Loss Overview:

### Income

- 40000 – Donations were higher than normal in AWARE's 30<sup>th</sup> year due to donation campaign. Reached 50% of \$60,000 30<sup>th</sup> year fundraising goal
- 42000 – Normally a Federal Government Grant line item in here but we were unable to utilise \$8,000 secured in Federal Government grants through the summer jobs program because suitable and eligible candidates we offered roles to could not find housing and the hires that were the best fit for the program were ineligible.
- 50000 – Fee for Service is made up of our Zero Waste Heroes Social Enterprise and project specific delivery contracts.
  - \$66,745 – Zero Waste Heroes Social Enterprise
  - \$30,291 – Project delivery contracts with Squamish Lillooet Regional District, Resort Municipality of Whistler, District of Squamish and local businesses.
- 53000 – Fees from Whistler Nature Camp, GROW community garden and greenhouse and miscellaneous smaller programs.

### Expenses

- 60000 – Relate to accessing specialist skills. Largest expense here related to ecoCitizen video full production which was after a 50%+ discount on true cost.
- 62000 – Payroll continues to be our greatest expense as all our projects and programs are people powered. In 2019 we had 2 full time and one part time team members through the year with the addition of 5 FT Term and 12 casual team members to deliver summer programming.
- 63100 - Supplies and Tools – consistently our second biggest cost centre this is where the physical things we need to run programs get coded – includes everything from lumber and soil for community gardens to craft supplies for nature camp.
- 64000 - Venues include \$5000 in nature camp space rentals (summer program, PD day and spring break). Remainder is venue costs for events and programs.
- 65000 - Travel almost entirely relates to and has costs covered by Zero Waste Heroes (up due to Squamish Constellation Music Festival & Ironman team mileage) and regional Zero Waste Workshops in schools (through region).
- 66000 Other Expenses
  - 66100 - Advertising relates to costs to advertise programming, events, workshops, etc that are part of programming. This expense category is covered as part of program or FFS budgets.
  - 66200 - Marketing expenses are in relation to AWARE in general (e.g. website costs).
  - 66600 - Licenses, Fees and Participation relate EcoFlix Film Screening Fees licences, ARC GIS licence, Software for 3 refurbished laptops purchased in 2019, Dropbox Subscription, time and task tracking program subscriptions.